

**TIME REPORT INSTRUCTIONS**  
**(NOTE: DO NOT SUBMIT THIS PAGE WITH YOUR TIME REPORT)**

**WORK WEEK GROUP 2 EMPLOYEES**

1. Complete all heading information (**Note:** Circle 2).
2. Record appropriate attendance code and hours used. **PLEASE NOTE:** New attendance codes for Family Activity Leave (FAL), Family Crisis Leave (FCL), and Family Medical Leave Act (FMLA) absences have been added. Rank and File employees refer to your Bargaining Unit contract for more information. Excluded employees refer to ASL 02-05, Work and Family Programs, for more information. The following chart shows which bargaining units these new codes apply to:

Bargaining Unit	Family Activity Leave	Family Crisis Leave	Family Medical Leave Act
01	X	X	X
02			X
03	X	X	X
04	X	X	X
05	X	X	X
06			X
07	X	X	X
08			X
09			X
10			X
11	X	X	X
12	X	X	X
13	X	X	X
14			X
15	X	X	X
16	X	X	X
17			X
18	X	X	X
19	X	X	X
20			X
21	X	X	X
Excluded	X	X	X

3. Record overtime code and hours worked in appropriate column.
4. If no leave credits are used, check the “**NO LEAVE CREDITS TAKEN**” box.
5. AWW participants – In months where a deficit of hours occurs and you prefer to charge leave credits other than as stated in the Terms and Conditions of your agreement, please indicate your preference in the “**Charge Deficit Hours To**” section.
6. **SIGN, DATE, AND SUBMIT TO YOUR SUPERVISOR BY THE END OF THE PAY PERIOD.**

**WORK WEEK GROUP E OR SE EMPLOYEES**

1. Complete all heading information (**Note:** Circle E or SE).
2. Unless a full day of absence (proportionate to your time base) is being reported, **DO NOT COMPLETE A TIME REPORT. IT IS NOT NECESSARY TO COMPLETE A TIME REPORT TO REFLECT HOLIDAYS UNLESS A FULL DAY OF LEAVE CREDITS WAS USED.**
3. WWG E and SE employees **CANNOT** be on a formal alternate work schedule.
4. WWG E and SE employees earn up to 8 hours of holiday credit for work required on a holiday.

**CONTACT YOUR PERSONNEL SPECIALIST FOR ASSISTANCE**